

# Basic Book Keeping for Small Business

**Presented by Shelley Aherne - Small Business Consultant**

**This free workshop covers the following key issues;**

- **Why you should keep good records**
- **What are records?**
- **Book keeping methods**
- **Reconciliations & common problems**

**Date:**

**Tues 10<sup>th</sup> August 6pm -8pm or**

**Wed 11<sup>th</sup> August 10am – 12noon**

**Venue:**

**Business & Employment  
45 Best Street, Devonport**

No charge – the event is a fully funded Initiative  
of the Australian Government

**FREECALL 1800 709 552**

or book online at

**[www.businessandemployment.biz](http://www.businessandemployment.biz)**



A member of the group of companies

**Bookings Essential – only 12 vacancies per workshop available**

*The services provided by Business & Employment are partially funded by the Australian Government*